

HUMAN RESOURCES OFFICE

Naval Support Activity Bahrain

Vacancy Announcement

Announcement Number - NSA-11-016

READ THIS ENTIRE ANNOUNCEMENT CAREFULLY

OPENING DATE: 10 February 2011

CLOSING DATE: 24 February 2011

Position Title: Emergency Management Operations Specialist

Pay Plan-Series-Grade: GS-0301-11

Status: Full-Time Permanent

Yearly Salary Range: \$50,287- \$65,371 per Annum

Location: NSA, Emergency Management

Area of Consideration: **Current Federal Employees and Military Spouse Preference/Family Member's eligibles residing in the Commuting Area; Veterans Employment Opportunity Act (VEOA) eligibles.**

ABOUT THE JOB

This position is located in the Operations Department, NSA Bahrain. Incumbent serves as the installation Emergency Operations Center (EOC) Manager and Emergency Dispatch Supervisory. The incumbent assists the installation Emergency Management Officer on all aspects of emergency management, with the primary focus on the daily operations of the installation's emergency dispatch center; to include supervision of all assigned dispatch personnel; with secondary focus on the readiness and operations of the EOC to supply consequence management functions. The incumbent provides program implementation assistance for all matters pertaining to consequence management planning, operations, prevention, preparedness, response and recovery. In addition, the incumbent organize and supervise dispatch operations to ensure all policies and procedures concerning the timely correct and professional dispatching of emergency responders are provided.

QUALIFICATIONS/EVALUATION METHOD

- GS-11: 1 year of specialized experience equivalent to at least GS-9. The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.
<http://www.opm.gov/qualifications/standards>.
- Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.
- Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.
- One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.
- Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

1. Selectee must undergo a background investigation;
2. Must be a U.S. Citizen; and
3. Permanent, Full-time, work schedule not to exceed 80 hours per pay period.

REQUIRED DOCUMENTS

1. **Resume:** In order for the work experience to be evaluated, applicants must identify the name and phone number of each employer, the title of each job performed, as well as the start and ending dates of employment. If this information is not provided your application will not be evaluated for the position.
2. Copy of Transcripts to receive credit for education;
3. Copy of SF-50 (Notification of Personnel Action) for current federal employee on Leave Without Pay (LWOP);
4. Questionnaire for Military Spouse or Family Member Preference; and
5. Copy of spouse's PCS orders and Dependent Entry Approval.
6. DD-214 if applicable.

All documents must be legible! If all the required documents above are not provided your application will not be considered. Do not submit any documents not listed above. IMPORTANT! DO NOT SUMBIT unsolicited documents.

NOTICES

HAND DELIVER APPLICATIONS TO:

Naval Support Activity Bahrain, Human Resources Office, Bldg 267

Applications not received by the closing date will not be considered.

FAXED DOCUMENTS WILL NOT BE ACCEPTED

- Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside/CONUS" hire will **NOT** be granted.
- Military Spouse Preference eligibles **will lose** their preference upon acceptance or declination of a job offer to a permanent position.

MANAGEMENT MAY FILL THE VACANCY BY METHODS OTHER THAN MERIT STAFFING PROCEDURES.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER.

* Employment under 'Schedule A' authority may not extend longer than 2 months following the transfer of the sponsor from the commuting area of his or her duty station, the separation of the appointee's sponsor, or beyond the time the employee ceases to be a family member.
